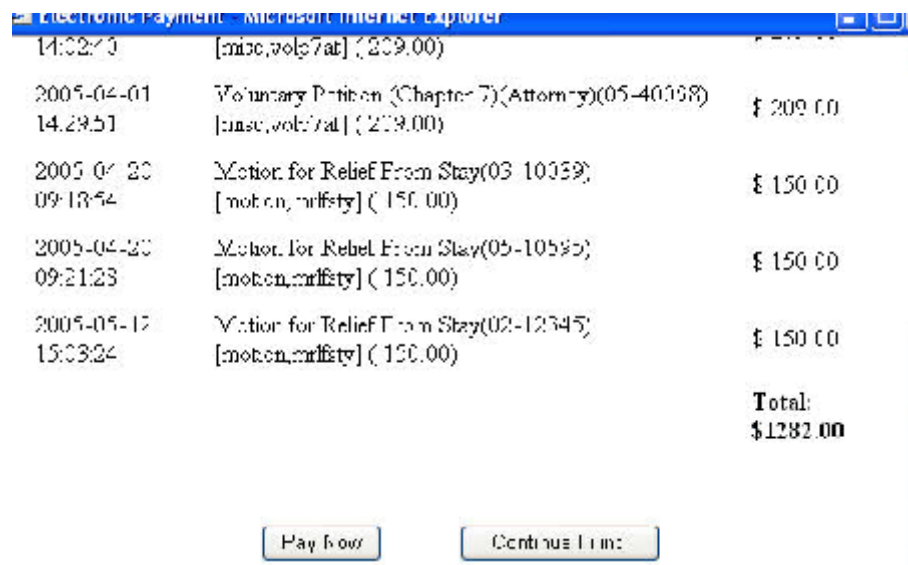


How to Pay A Fee

1. Click on the **Utilities** hyperlink at the top of the screen.
2. Select **Internet Payments Due**.
3. After a series of security windows, a window will open displaying a summary of your transactions.



14:02:40	[misc.vol:7at] (\$ 209.00)	
2005-04-01 14:29:51	Voluntary Petition (Chapter 7)(Attorney)(05-40098) [misc.vol:7at] (\$ 209.00)	\$ 209.00
2005-04-20 09:13:54	Motion for Relief From Stay(03-10059) [motion,mrfsty] (\$ 150.00)	\$ 150.00
2005-04-20 09:21:23	Motion for Relief From Stay(05-10595) [motion,mrfsty] (\$ 150.00)	\$ 150.00
2005-05-12 15:03:24	Motion for Relief From Stay(02-12345) [motion,mrfsty] (\$ 150.00)	\$ 150.00
		Total:
		\$1282.00

Figure 1

- ◆ Click the **[Pay Now]** button.

4. Clicking the Pay Now button contacts the U.S. Treasury's Pay.gov system and calls the **PAYMENT INFORMATION** box to appear. (See Figure 2.)

Pay.Gov: Enter Payment Information - Microsoft Internet Explorer

Enter Payment Information

Cardholder Name: _____

Billing Address: _____

Billing Address 2: _____

City: _____

State/Province: _____

ZIP/Postal Code: _____

Country: United States

Card Type: Visa

Card Number: _____

Expiration Date: ____/____/____

Payment Amount: \$150.00

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. Authorize Payment / Payment Summary
4. Payment Confirmation

A card authorization must be received before midnight Eastern Time. If payment is to occur as early as the next day, if the U.S. Treasury Department is closed the authorization is not received, the scheduled payment date (including weekends and some holidays), the payment will occur the next day the Treasury is open.

Continue Cancel

Figure 20

- ◆ Enter your or your firm's credit card information.
- ◆ Enter the payment amount as in this example (\$150.00.)
- ◆ Click **[Continue]**.

5. The **PAYMENT SUMMARY AND AUTHORIZATION** screen displays. (See Figure 3.)

Pay.Gov: Payment Summary and Authorization - Microsoft Internet Explorer

Payment Summary and Authorization

Cardholder Name: USBC
Billing Address: 10 Cambridge St.
Billing Address 2:
City: Boston
State/Province: MA
ZIP/Postal Code: 02122
Country: USA
Card Type: Visa
Card Number: **** * 1111
Expiration Date: 12/2010
Payment Amount: \$1,205.00
Current Date and Time: 05/15/2009 15:15 EDT

Authorization *

☒ I authorize a charge to my card account for the above amount in accordance with my card issuer's agreement.

Confirmation Receipt Request
To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Re-enter Email Address to Confirm:

Press the Make Payment button only once. Pressing this button more than once could result in multiple transactions.

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. Authorize Payment / Payment Summary
4. Payment Confirmation

Figure 21

- ◆ Check the box authorizing the charge to your or your firm's credit card.
- ◆ Enter your email address twice so that a receipt for this transaction may be sent to you.
- ◆ Verify all of the information you have entered. Edit if necessary.
- ◆ Click once on **Make a Payment**.

Note: SHOULD YOU BECOME IMPATIENT AND CLICK [MAKE PAYMENT] MORE THAN ONE TIME, YOU WILL BE CHARGED TWICE.

Should this happen, contact the financial administrator for the court at 617-565-6339.